EXHIBIT E

FIELD MARKETING & MANAGEMENT, INC.
MARLBORO VAN PROGRAM
TRAINING AGENDA

Embassy Suites, Lombard, IL
December 1-5, 1997

Monday, December 1, 1997

12:00 - 1:00	Lunch on own (May charge to Room)	
1:00 - 1:45	Introductions & Overview of Field Marketing & Confidentiality	Randy
1:45 - 2:30	Philip Morris Overview and Program Review (PM Structure, Marlboro Attributes, Program Goals) Video Presentation	Amarind Donna
2:30-3:00	Program Timeline & what is expected in upcoming weeks	Andy
3:00-3:15	Break	
3:15-5:00	A Day in the Life of an SPR	Randy
5:00 - 5:30	Market Manager Responsibilities	Jeff
Evening	Dinner on your own	

Tuesday, December 2, 1997

8:30- 9:00	Lighter Training	Andy
9:00-10:15	A Day in the Life of a Market Manager	Randy/Jeff
10:15-10:30	Break	
10:30-11:50	Role Playing / Kiosk Set-Up	Group
11:50-12:00	Questions and Answers	
12:00-1:00	Buffet Lunch	
1:00-1:45	Handling Difficult Customers, Protests, Media	Tara Carraro
1:45-2:30	Municipal Codes, Permits, Sites near Places of Worship, Schools, Playgrounds	Virginia Murphy
2:30-2:45	Video	Group
2:45-3:00	Break	
3:00-4:00	Warehouse Day and Inventory Management	Jeff / Michele
4:00-5:00	Processing paperwork & Overnight Packages	Monica/Andy
5:30-7:00	Break	
7:00-9:00	Group Dinner in the Ballroom	

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Wednesday, December 3, 1997

8:00- 9:30	Ad Placement, Screening, Interviewing, Contingent Offer	Kelly
9:30-10:15	Drug and Background Checks	Kelly
10:15-10:30	Break	
10:30-11:15	Interview Fundamentals, Legal & Appropriate Questions	Kelly
11:15-12:00	Confirming Offer, New Hire Procedures & Processing	Kelly & Yasmine
12:00- 1:00	Buffet Lunch	
1:00-1:30	MM Payroll, Expense Guidelines & Reimbursement	Yasmine/Loretta
1:30-2:00	SPR Payroll & Expense Reimbursement	Loretta/Yasmine
2:00-3:00	Legal Issues, Disciplinary Actions & Terminations	Kelly
3:00-3:15	Break	
3:15-5:30	Overview of Computer System & Set-Up	Michele/Mort
Evening	Dinner on your own	

Thursday, December 4, 1997

Group Break Outs

8:00-12:30	First Session	
12:30-1:30	Lunch	
1:30-5:30	Second Session	
	Computer & Reporting Session	Michele/Mort
	Pagers, , Miscellaneous Forms, Van Alarms Warehouse Day Accidents, Field Visits & Reports	Randy, Andy, Jeff
6:30-8:30	Dinner as a group	

Friday, December 5, 1997

7:00- 8:30	Region Manager Meeting	
8:30- 9:00	SPR Trainings, Where to Hold & Who to Invite	Randy & Jeff
9:00- 9:30	Program Wrap-Up – Moving the Vans	Andy & Jeff
9:30-12:00	Market Manager Presentations	Market Managers
12:00-12:30	Questions & Answers	Group
12:30-	Deli Lunch & Airport	

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